

4. PROCUREMENT PROCESS

The Department will conduct the procurement process for this RFP in accordance with the federal regulations contained in 42 CFR 434.10, 45 CFR 95.613, and 45 CFR 74. The process for selecting W-2 contractors under this RFP is exempted from Section 16.75(1) to (5), 16.705, 16.72(2)(e), (f) and (5), Wisconsin Statutes.

4.1 Contact Point and Clarification of Specifications and Requirements

All questions regarding the procurement process under this RFP shall be submitted to Jude Morse (see RFP cover page).

Prospective proposers may submit technical and contractual questions raised by this RFP by fax or by electronic transmission to the State at the address given on the cover page.

Be sure to reference the RFP page number and section for each question submitted. Make questions as specific as possible and offer proposed solutions to perceived problems. The State reserves the right to combine similar questions and issue a single response. The State also reserves the right to not respond to questions which are unclear or of a general nature.

Read this entire document. Questions received later than the stated deadline (see RFP section 1, Anticipated Timetable) may not be answered at the Proposer Conference. Questions will be answered as soon as possible after they are received.

4.2 Electronic Communications

After submission of the Request to Remain on Mailing List deadline (see RFP Part 1, Anticipated Timetable), the State fully expects to use internet and/or e-mail as the primary method of communication with all proposer agencies. Upon receipt of each proposer agency's Request to Remain on Mailing List, the State will e-mail a confirmation to the designated Request for Proposal Contact for each agency to verify e-mail connectivity. All proposer agencies are advised to be looking for this confirmation and to make sure their e-mail systems are operating properly. The State will not be responsible for messages not received due to e-mail transmission problems.

Proposers without internet or e-mail connectivity will receive confirmations, addenda, and other RFP communications via fax or surface mail as deemed timely and appropriate by the State. These proposers will bear the burden of the time delays due to the alternate method of communication.

4.3 Procurement Library

(See Appendix A to the RFP, Contents of Procurement Library, Materials for the 2002-2003 W-2 and Related Programs Contract.)

The Department has established a Procurement Library containing reference materials related to W-2 and related programs. This information has been assembled at eight (8) sites (see below) by the Department to provide all proposer agencies equal access to such information. The contents of the Procurement Library are identified in Appendix A to the RFP.

Materials, documentation, and other written information will be available for review at any Procurement Library beginning on the date this RFP is issued and through August 13, 2001 (due date for Proposal). At its discretion the Department may make the Procurement Library materials available after this date. The State reserves the right to add additional materials to the Procurement Library at any time until five (5) business days prior to the competitive proposal due date. If any additional information is added to the Procurement Library, agencies returning the Request to Remain on Mailing List will be promptly notified.

Some information will also be available electronically through the Internet. The Internet address is given in Appendix A to the RFP.

Access to Library by Appointment Only - Prospective proposers may have access to the Procurement Library up until August 13, 2001, by contacting the Department for an appointment:

Mary Ann Ruesch
 Department of Workforce Development
 201 East Washington Avenue, Room G100
 P.O. Box 7935
 Madison, Wisconsin 53707-7935
 Telephone: (608) 266-9371
 Fax: (608) 267-3240
 TDD: (608) 267-0927
 E-mail: ruescma@dwd.state.wi.us

or by contacting any of the seven (7) DWS regional offices/Department's Contract Managers (see Appendix E to the RFP).

Appointments should be made at least one (1) business day in advance. Proposers may review Procurement Library materials from 8:30 a.m. to 11:30 a.m. and from 1:00 p.m. to 4:00 p.m. (Central Time), Monday through Friday, with the exception of official State holidays. If reasonable accommodations are necessary, proposers should so specify when making the appointment.

Copying of Library Materials - Except as provided below, no materials shall be removed in whole or in part, from the Procurement Library, nor shall prospective proposers or their representatives write on, or otherwise deface, any materials in the Procurement Library.

Proposers must arrange for their own photocopying. To allow proposers to arrange for their own copying, an extra copy of Procurement Library materials has been created to allow proposers to check-out documents for a twenty-four (24) hour period (one business day). Proposers may contact Department staff (see listing of sites) to arrange for check-out and to receive a copy of the Yellow Pages for area photocopy shops.

Copying will not be available on site at the Procurement Library.

Accuracy - While a reasonable attempt was made to gather the most accurate information available for this Procurement Library at the time this RFP was released, the Department disclaims responsibility for the accuracy or completeness of the materials, information, documentation, and data in the Procurement Library, including materials subsequently added. If any materials, documentation, information, or data are discovered to be inaccurate and/or incomplete, such inaccuracy or incompleteness shall not constitute a basis for challenging the contract award, contract rejection, or re-negotiation of any payment amount or rate after contract award. All statistical information contained in the Procurement Library represents the best information available to the State at the time of RFP preparation.

Requirements specified in this RFP shall take precedence over any documentation in the Procurement Library if a conflict exists.

4.4 Proposer Agency Conference

A proposer agency conference will be held at the date and time listed in RFP section 1, Anticipated Timetable, in Madison, Wisconsin (location to be announced in an Addendum to the RFP) to respond to written questions and to provide any needed additional instruction to proposer agencies on the submission of proposals. If no questions are received, the State reserves the right to cancel the proposer agency conference.

All proposer agencies who intend to respond to the RFP must attend the entire proposer agency conference.

4.5 Proposal Organization and Submission Requirements

4.5.1 General Instructions

The evaluation of proposals and selection of an agency and the ensuing contract will be based on the information submitted in the proposer's proposal plus references and any required oral presentations. Failure to respond to each of the requirements in the RFP may be the basis for rejecting a proposal.

Elaborate proposals (e.g., expensive artwork) beyond that sufficient to present a complete and effective proposal, are not necessary nor desired.

The maximum number of pages for a proposal including all attachments is two hundred fifty (250) pages. The minimum font size is ten (10) points. The financial statements required under RFP

section 7.1.7 are a separate submittal and are not included as part of the two hundred fifty (250) page limit.

4.5.2 Submission of Proposals

Sealed proposals must be mailed or delivered to Mary Ann Ruesch by the date and time specified on the RFP cover page. The room number for submission of proposals is Room G100. Proposals must be delivered to the Department of Workforce Development, 201 East Washington Avenue, Room G100, Madison, WI 53702.

Proposals submitted, in whole or in part, by FAX or e-mail will be rejected. Late proposals will be rejected.

Proposals must be prepared in accordance with the requirements set forth in the RFP. The original and **ten** (10) copies (eleven (11) total sets) of the proposal for each geographic area under sealed cover must be received by the Department in the above office by the dates and times listed in RFP section 1, Anticipated Timetable. The original must be clearly identified as the original. Note only one (1) set of financial statements is required.

One original and **ten** (10) copies of the proposal must be received for a consortium. If a proposal is for a consortium of multiple geographic areas and any of the geographic areas are open for submission of a competitive proposal, one original and **ten** (10) copies of the proposal for each geographic area in the consortium must be received. The proposal for each geographic in the consortium may be the same consortium proposal.

Proposers mailing their proposals or using a commercial delivery service must allow sufficient time for delivery of their proposals by the time specified. Proposals received after that time will not be considered and will be returned, unopened.

All proposals must be date and time-stamped in DWD/DWS by the stated time. Proposals not so stamped will not be accepted. Receipt of a proposal by the State mail system does not constitute receipt of a proposal for purposes of this RFP.

The outside cover of the package(s) containing the proposal is to be marked:

PROPOSAL TO ADMINISTER WISCONSIN WORKS
RFP # DWD-1894-KA
Proposer's Name and Address
Geographic Area(s)
Proposal Due Date – August 13, 2001, 4:00 p.m. CT

4.5.3 Proposal Organization and Format

4.5.3.1 Proposals must be typewritten and submitted on plain 8.5 by 11 inch white paper bound securely. The original and copies of the proposal must be bound securely. The State prefers that proposals be printed two sides to reduce waste and the costs associated with freight and storage, however, two-sided printing is not a requirement.

The proposing agency's name must appear on each page of the proposal.

Proposals are to be organized with the following headings and subheadings in this sequence. Each heading and subheading should be separated by tabs or otherwise clearly marked. The responses are to be numbered exactly as they are numbered in this RFP. The RFP sections which must be submitted (unless identified in section 7 of the RFP as optional) are:

Tab	Item	RFP Section
A	Program Identification/Organization	7.1
	Proposer Agency Identification Form	7.1.1
	Proposer Agency References Form	7.1.2
	Executive Summary	7.1.3
	Organizational Structure	7.1.4
	Subcontracts	7.1.5
	Job Service	7.1.6
	Financial Management <u>(The Department needs only one (1) set of financial statements, not ten (10) copies.</u>	7.1.7
	Insurance	7.1.8
	Affidavit Form	7.1.9
	Designation of Confidential and Proprietary Information Form	7.1.10
	Certification Regarding Debarment, Suspension, Ineligibility And Voluntary Exclusion Lower Tier Covered Transactions Form	7.1.11
	Lobbying Forms	7.1.12
	Confidentiality Acknowledgement Form (Optional)	7.1.13
B	Program Plan	7.2
	Agency Capabilities in Managing Programs/Providing Services	7.2.1
	Staffing, Staff Qualifications and Staff Training	7.2.2
	Information System Technical Requirements	7.2.3
	Participant Flow	7.2.4
	Participant Employment Services	7.2.5
	W-2 Employment Position Development	7.2.5.1
	W-2 Participant Placement in W-2 Positions	7.2.5.2
	Employer Services	7.2.5.3
	Financial Employment Planning and Case Management	7.2.5.4
	Serving a Population with Serious and Multiple Barriers to Employment	7.2.5.5
	Food Stamp and Employment Training	7.2.6
	Job Retention and Advancement	7.2.7
	Education and Training Services	7.2.8
	Support and Other Services	7.2.9
	Food Stamps and Medicaid	7.2.9.1
	Child Care	7.2.9.2
	Transportation	7.2.9.3
	Workforce Attachment and Advancement	7.2.9.4
	Employment Skills Advancement Program	7.2.9.5
	Job Access Loans	7.2.9.6
	Learnfare	7.2.9.7
	Refugee Cash Assistance and Refugee Medicaid	7.2.9.8
	Emergency Payments	7.2.9.9
	Earned Income Credit	7.2.9.10
	Minor Parents Services	7.2.9.11
	Non-custodial Parent Services	7.2.9.12
	Child Support	7.2.9.13
	Emergency Assistance	7.2.9.14
	Supportive Service Plan	7.2.9.15
	Administrative Functions	7.2.10
	Quality Assurance/Improvement	7.2.10.1
	Corrective Action Plan Implementation	7.2.10.2
	Dispute Resolution and Fact Finding	7.2.10.3
	Benefit Overpayment Recovery	7.2.10.4
	Public Assistance Fraud	7.2.10.5
	Transition Responsibilities of a New W-2 Agency	7.2.11
C	Coordination and Collaboration	7.3
	General Coordination and Collaboration	7.3.1

Tab	Item	RFP Section
	Community Steering Committee	7.3.2
	Children's Services Network	7.3.3
D	Cost Proposal Form	7.4

4.5.3.2 Failure, in whole or in part, of a proposer to respond to a specific requirement in this RFP may be the basis for elimination from consideration during the Department's review of proposals. Failure by a proposer to meet RFP requirements, in whole or in part may result in the rejection of the proposal at the sole discretion of the Department.

4.5.3.3 Submission of a proposal shall constitute proposer recognition, understanding, acceptance, and consent to adhere (without any reservation or limitation whatsoever) to the requirements, terms, and conditions of this RFP, including, but not limited to, RFP addenda (if any). (See RFP section 4.6 concerning Deviations and Exceptions.)

4.5.3.4 This RFP may or may not result in an award of a contract. The Department reserves the right, at its sole discretion, to cancel this RFP at any time and for any reason, and to reject any or all proposals at any time and for any reason. Receipt of proposals by the Department confers no rights upon the proposer. Receipt of proposals shall not, in any manner whatsoever, obligate the Department, the State of Wisconsin, or any employees thereof.

4.5.3.5 The Department reserves the right to cancel the RFP at any time for one or more or all geographic areas. In the event the Department cancels the solicitation for one or more of the geographic areas, it may continue to solicit proposals for the remaining geographic areas. The Department reserves the right to add geographic areas to the RFP if this is in the best interest of the state.

4.6 Deviations and Exceptions

Deviations and exceptions from the RFP, terms, conditions, or specifications may be considered but not necessarily agreed to by the Department, provided they are described fully, on the proposer's letterhead, signed, and attached to the Affidavit Form (Attachment C to the Proposal), RFP section 7.1.9. In the absence of any deviation and exception, the proposal shall be accepted as in strict compliance with all terms, conditions, and specifications and the proposer shall be held liable.

4.7 Withdrawal of Proposal

Proposals may be withdrawn by written request. Proposals may be withdrawn in person by the applicant or his/her authorized representative, providing that his/her identity is made known and he/she signs a receipt for the proposal.

4.8 Restrictions on Contacts with State Personnel

No contacts with state employees concerning this RFP are permitted during the period from the date of release of this RFP until a determination is made and announced regarding contract awards. Exceptions to this provision are contacts associated with the possible use of a state agency as a subcontractor for the 2002-2003 W-2 and Related Programs Contracts, and contacts necessary for preparing responses to RFP section 7.3, Coordination and Collaboration.

4.9 Retention of Proposer Materials

All proposer materials submitted as part of this RFP process become the property of the State.

4.10 Incurring Costs

The State is not liable for any cost incurred by proposers in replying to this RFP, including, but not limited to, loss of materials submitted for evaluation purposes.

4.11 News Releases

Reference to or use of the State of Wisconsin, any of its departments, agencies or other subunits, or any state official or employee for commercial promotion is prohibited. News releases pertaining to this procurement shall not be made without prior approval of the State of Wisconsin. Release of broadcast e-mails pertaining to this procurement shall not be made without prior written authorization of the Department.

4.12 Proprietary Information

(See Attachment D to the Response Items.)

Any restrictions on the use of data contained within a request, must be clearly stated in the proposal itself. Proprietary information submitted in response to a request will be handled in accordance with applicable State of Wisconsin procurement regulations and the Wisconsin public records law. Proprietary restrictions normally are not accepted. However, when accepted, it is the proposer agency's responsibility to defend the determination in the event of an appeal or litigation.

Data contained in a proposal, all documentation provided therein, and innovations developed as a result of the contracted commodities or services cannot be copyrighted or patented. All data, documentation, and innovations become the property of the State of Wisconsin.

Any material submitted by the vendor in response to this request that the proposer agency considers confidential and proprietary information and which qualifies as a trade secret, as provided in section 19.36(5) of the Wisconsin Statutes, or material which can be kept confidential under the Wisconsin public records law, must be identified on the Designation of Confidential and Proprietary Information Form (DOA-3027), Attachment D to the Proposal. Proposal prices cannot be held confidential.

4.13 Certification of Independent Price Determination

1. By signing the proposal, the proposer certifies, each party thereto certifies as to its own agency, that in connection with this procurement:
 - a) The prices in this proposal have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other proposer or with any competitor;
 - b) Unless otherwise required by law, the prices which have been quoted in this proposal have not been knowingly disclosed by the proposer and will not knowingly be disclosed by the proposer prior to award in the case of a negotiated procurement, directly or indirectly to any other proposer or to any competitor; and,
 - c) No attempt has been made or will be made by the proposer to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.
2. Each person signing this proposal certifies that:
 - a) He/she is the person in the proposer's agency responsible within that agency for the decision as to the prices being offered herein and that he/she has not participated, and will not participate, in any action contrary to the Certification of Independent Price Determination section and subsection above; or,
 - b) He/she is not the person in the proposer's agency responsible within the agency for the decision as to the prices being offered herein, but that he/she has been authorized in writing to act as agent for the persons responsible for such decisions in certifying that such persons have not participated, and will not participate, in any action contrary to the Certification of Independent Price Determination section and subsection above, and as their agent does hereby so certify; and he/she has not participated, and will not participate, in any action contrary to the Certification of Independent Price Determination section and subsection above.